



# FOREIGN AFFAIRS MANUAL

## VOLUME 3 – Personnel

Transmittal Letter: PER-340

Date: October 17, 1997

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### SUBCHAPTER 3 FAM 2310 EMPLOYMENT AND PROMOTION

#### MAJOR CHANGES

1. Section 2311.1 has been revised to remove reference to the Federal Personnel Manual (FPM). That manual has been withdrawn by OPM.

2. Section 2314.2-4 has been revised to read as follow:  
“a. The area of consideration for positions open to candidates outside the Department of State may include all qualified candidates, or may be limited to status candidates and those with noncompetitive eligibility for appointment to the competitive service.

b. The area of consideration for positions open to candidates outside the Department of State also may be limited to employees of the Arms Control and Disarmament Agency (ACDA) and/or the United States Information Agency (USIA), provided that eligible candidates under the Interagency Career Transition Assistance Program (ICTAP) also receive appropriate consideration (see 5 CFR, 330.701).”

3. Section 2316.1 has been revised to read:

All applicants must submit the following: ***a complete and accurate Optional Application for Federal Employment (OF-612), resume, or any other written format addressing vacancy announcement requirements***; the most recent performance appraisal; and performance award documentation.

4. Section 2316.2 has been revised to read:

Applicants from outside the Department with status or noncompetitive eligibility ***must submit an Optional Application for Federal Employment (OF-612), or an acceptable written format specified in the announcement***; SF-50, Notification of Personnel Action verifying their competitive status or noncompetitive eligibility for appointment under special authorities; and the most recent performance appraisal. Nonstatus applicants must submit an ***OF-612, resume, or any acceptable written format specified in the vacancy announcement***.

5. Section 2316.3a has been revised to read:

"All application materials must be post marked by the closing date and received in PER/CSP/POD within five working days following the closing date of the Job Opportunity Announcement. Incomplete, partial and/or late applications will not be considered."

6. The next text is indicated in bold italic. This change reflects OPM's abolishment of the SF-171.

7. The remainder of the subchapter has been reviewed and is current as of 10-15-1997.

8. No other changes have been made.

9. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2 ).

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1. Remove the previous edition of 3 FAM 2310 (TL:PER-319, 6/23/1996, 12 pages) and insert the attached revised subchapter.

2. For those who maintain a hard copy of this volume, after inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, fill in the entry line for TL:PER-340, and initial.

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